DoD Issuances Process: Overview

Directives Division
Washington Headquarters Services
Department of Defense

This presentation is only to be posted on the official DoD Issuances Website at

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This slideshow is intended to serve as an introduction to the process.

If you are processing an issuance, you MUST follow the steps at:

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

- Introduction to the Directives Division
- The Five Issuance Types
- Process Overview
- Changes and Cancellations
- Information Collections and Information Management Division
- DoD Issuances Website Overview
- Useful website links

Directives Division: Where Are We?

Deputy Secretary of Defense

Director of Administration and Management (DA&M)

- Washington Headquarters Services (WHS)
- Organizational and Management Planning (O&MP)
- Defense Privacy and Civil Liberties Office (DPCLO)

WHS

Executive Services Directorate (ESD)

- **Directives Division (DD)**
- Information Management Division (Federal Register, Forms Management)
- Office of Security Review
- Records and Declassification Division (Records Management)
- Freedom of Information Division

Directives Division: What Do We Do?

"The Department of Defense shall maintain a DoD Directives Program for the development, coordination, approval, publication, and review of DoD issuances." – DoDI 5025.01

- Work with action officers to process DoD issuances.
- Develop and publish guidelines for the DoD Issuance Process.
  - Guidelines are found in DoD Instruction 5025.01 and on the DoD Issuances Website.
- Maintain the DoD Issuances Website.
  - Provides templates, standards, writing guidance, and supporting documentation (e.g. forms), as well as current and cancelled DoD issuance databases.
- Function as the official record-keeper for DoD issuances. Arrange for the transfer of archived documents to the National Archives

The Five DoD Issuance Types

DoD Directive

- Establish policy
- Delegate authority
- Assign responsibilities
- *Chartering* or *direct oversight*
- 8-page limit

DoD Instruction

- Establish or implement policy
- Assign responsibilities
- Provide procedures
- *Policy* or *non-policy*
- 50-page limit

DoD Manual

- Provide procedures
- 100-page limit
- May be broken into volumes

Administrative Instruction

- Only apply to DoD Components serviced by WHS, most often located in the National Capital Region
- Implement policy
- 50-page limit

Directive-Type Memo

- Issued only:
  - For time-sensitive actions
  - When time constraints prevent publishing a new issuance

More information is available at:
http://www.dtic.mil/whs/directives/corres/writing/DoD_Issuances.ppt

Directive Types – Details

Chartering

- Establish major DoD or OSD Component missions, responsibilities, functions, relationships, and authorities
- Usually published by ODA&M

Direct Oversight

- Assign functions and resources among Principal Staff Assistants and DoD Components
- Designate Executive Agents
- Contain matters of Secretary or Deputy Secretary interest

More information is available at:
http://www.dtic.mil/whs/directives/corres/writing/DoD_Issuances.ppt

Instruction Types – Details

Policy

- Establish policy—just as effective at establishing policy as a Direct Oversight Directive
- Assign responsibilities
- Provide procedures
- Must be signed by OSD Component head

Non-Policy

- Implement policy that is established in a Directive or Policy Instruction.
- Assign responsibilities
- Provide procedures
- May be signed by OSD Component head or OSD PAS officials

More information is available at:
http://www.dtic.mil/whs/directives/corres/writing/DoD_Issuances.ppt

Forms You Will Use

SD 106

The routing and Coordination form

- Stages: 1, 2, 3
- Routes issuance to coordinators
- Coordinating officials sign
- Updated frequently – please check the DoD Issuances website!

SD 818

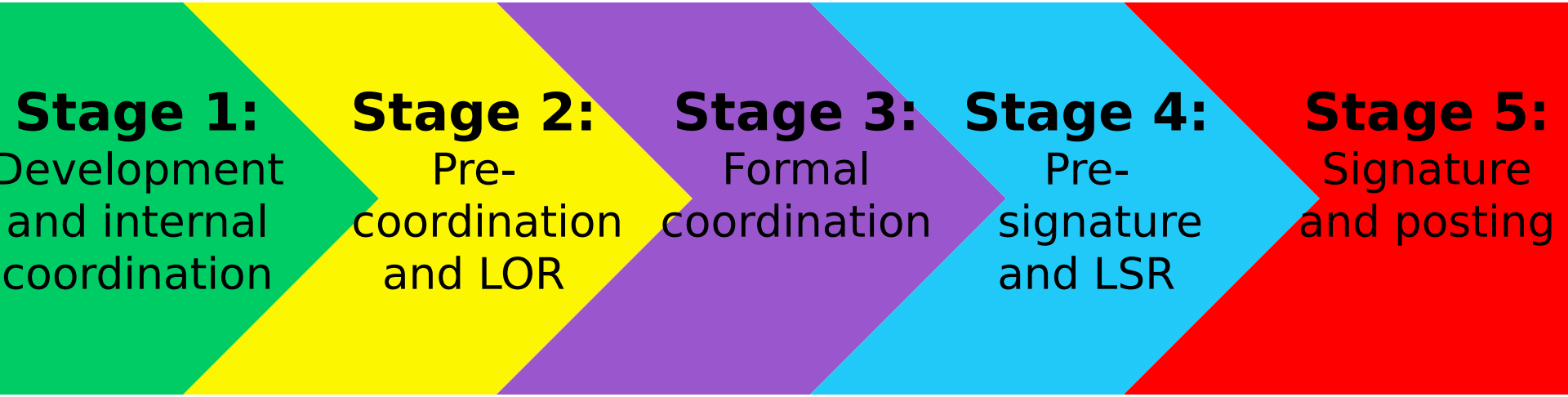
The consolidated comments form

- Stages: 3, 4
- Coordinators share their comments via this form
- You respond to comments
- Add ALL comments to a single SD 818 for Pre-sig package (end of Stage 3)

All forms and templates available at:
http://www.dtic.mil/whs/directives/corres/writing/process_index.html

Process in Five Stages

The process, step-by-step, is available on the DoD Issuances website:
http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html



The Directives Division reviews each issuance during these stages

Instructions

Write Issuance

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Review
(OSR)

Signature
Authority

The following slides offer an animated overview of each stage followed by a textual explanation.

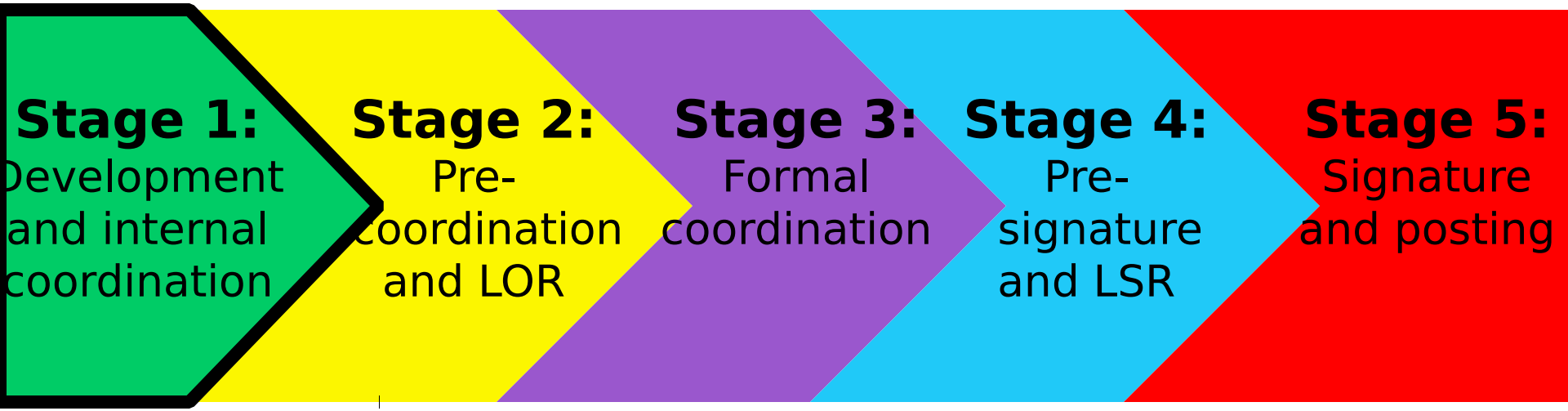
To begin, advance, or reverse an animated slide, use the directional buttons on your keyboard.

If you are working on an issuance, you MUST follow guidance you receive from the Directives Division, and the process as outlined at:

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

You are here!



http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Stage 1: Development

Write Issuance

Action Officer (Focal Point)

Coordinate Internally

Office of General Counsel (OGC)

Office of Security Review (OSR)

Coordinate with your ENTIRE Component!

Directives Division

Coordinating Officials

Signature Authority

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Focus on Stage 1: Writing an Issuance

1. **Assign a number to the issuance. Review the DoD Issuance Numbering System document at http://www.dtic.mil/whs/directives/corres/writing/Issuance_Numbering.pdf and identify which subject group applies to your issuance.**

2. **For new *and* revised issuances:**
   a. **Review the "DoD Issuances Defined" document at http://www.dtic.mil/whs/directives/corres/writing/DoD_Issuances.ppt and decide which type of issuance best suits your purpose.**

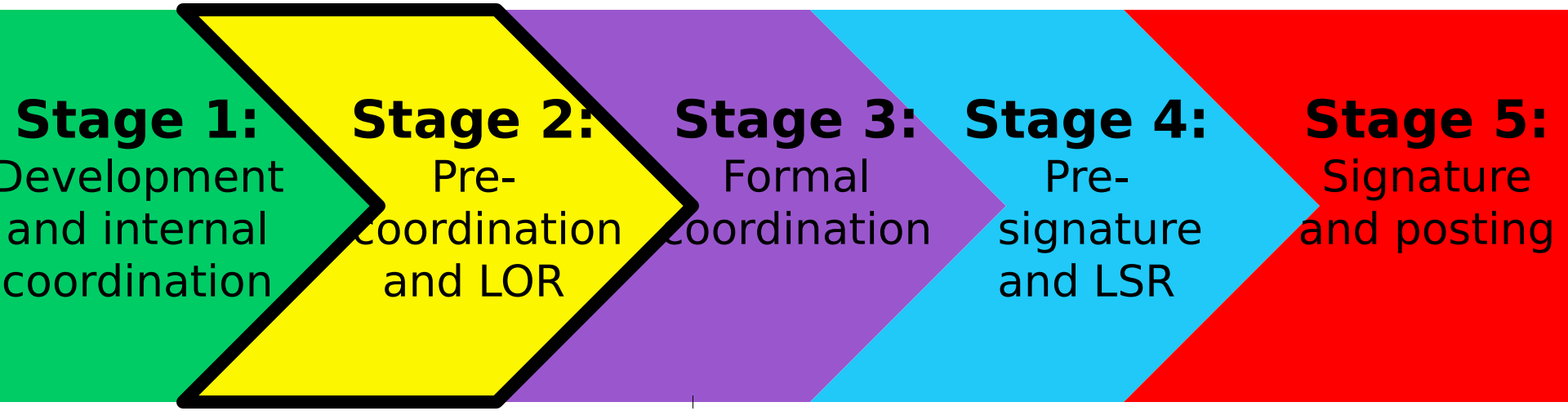
   b. **Save a template and corresponding format and content standards – available at http://www.dtic.mil/whs/directives/corres/writing/DoD_Issuances.ppt – to your personal files. Use of the templates is MANDATORY; do not write over a prior version of the issuance.**

   c. **Visit http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html to download the current style guide, processing procedures, and process checklists or save to your personal files. Read STAGE 1: DEVELOPMENT thoroughly for updates to the process and to find any new resources available.**

   d. **As you draft the issuance and coordinate internally, refer to these and the other available resources located in the Supporting Documents on the DoD Issuances Website. Your Component Directives Focal Point is also available to assist you during all stages of the process.**

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

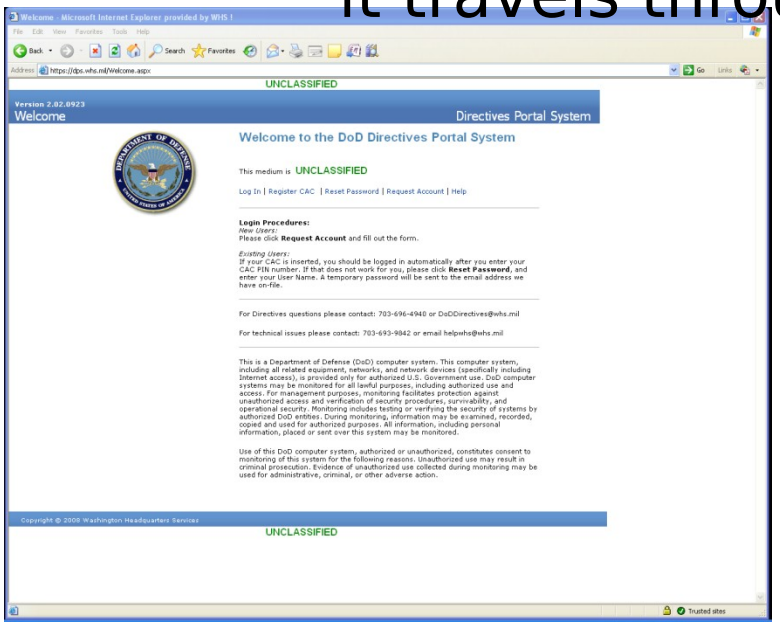
You are here!



http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

For Stages 2-4: DoD Directives Portal

When OGC or coordinating Components review an issuance, it travels through the **PORTAL** website


UNCLASSIFIED
Version 2.02.0923
Welcome
Directives Portal System
Welcome to the DoD Directives Portal System
This medium is UNCLASSIFIED
Log In | Register CAC | Reset Password | Request Account | Help
Login Procedures:
New Users:
Please click Request Account and fill out the form.
Existing Users:
If your CAC is inserted, you should be logged in automatically after you enter your CAC PIN number. If that does not work for you, please click Reset Password, and enter your User Name. A temporary password will be sent to the email address we have on-file.
For Directives questions please contact: 703-696-4940 or DoDDirectives@whs.mil
For technical issues please contact: 703-693-9842 or email helpwhs@whs.mil
This is a Department of Defense (DoD) computer system. This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including authorized use and access. For management purposes, monitoring facilitates protection against unauthorized access and verification of security procedures, survivability, and operational security. Monitoring includes testing or verifying the security of systems by authorized DoD entities. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.
Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system for the following reasons. Unauthorized use may result in criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action.
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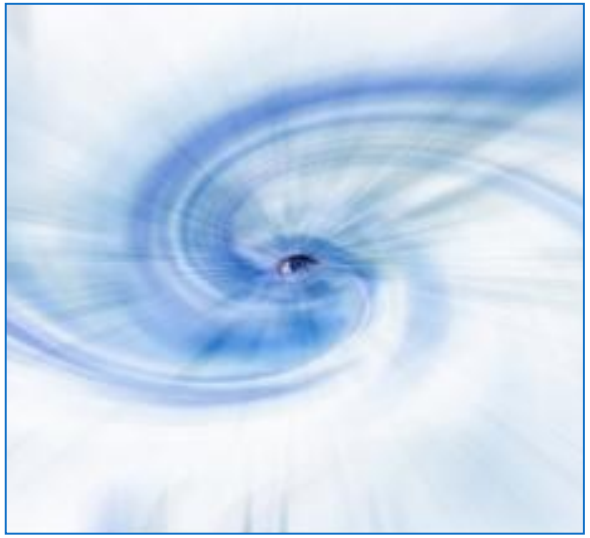


New Action Officers should create an account at the Portal homepage:
Click "Request Account"

Unclassified (requires CAC-enabled computer): https://dps.whs.mil

Classified: https://dps.whs.smil.mil

Stage 2: Precoordination

Submit Issuance/SD 106 Forms

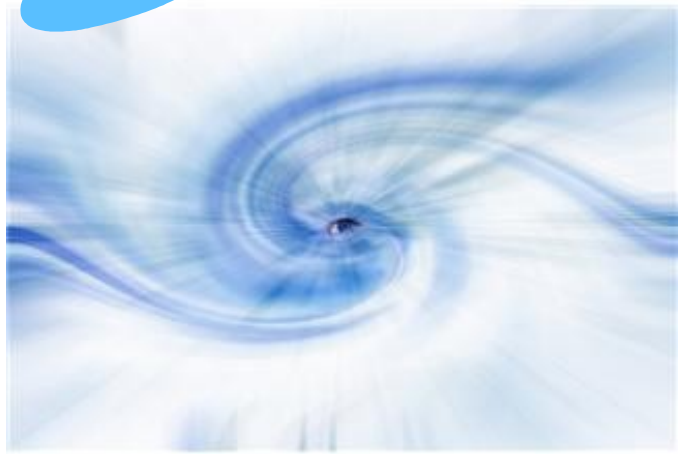
Action Officer (Focal Point)

Review Issuance

Directives Division (IMD, and Information Collections)

Legal Objection Review

Office of General Counsel (OGC)



Review AO Changes

Coordinating Officials

PORTAL!

Sign SD 106

Office of Security Review (OSR)

Signature Authority

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Focus on Stage 2, part 1: Pre-coordination

1. **Request a pre-coordination ("precoord") edit.**
   a. **E-mail unsigned SD 106 and a clean, MS Word copy of the issuance to:**
   DoDDirectives@whs.mil *(unclassified issuances)*
   DoDDirectives@whs.smil.mil *(classified issuances)*

   a. **The Directives Division (DD) will inform you via e-mail of the editor assigned to the issuance and the estimated completion date. The precoord edit includes Plain Language and technical reviews, and a review of the SD 106.**

   b. **Information Management Division (IMD) and Internal Information Collections will review the draft issuance during this stage. Any IMD and IIC remarks will be added to the document as comments during this stage.**

2. **Prepare the issuance for Legal Objection Review (LOR). Revise the issuance based on the precoord edit, incorporating or rejecting changes and comments as appropriate. If rejecting changes, consult with your DD editor.**

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Focus on Stage 2, part 2: LOR & SD 106 Signature

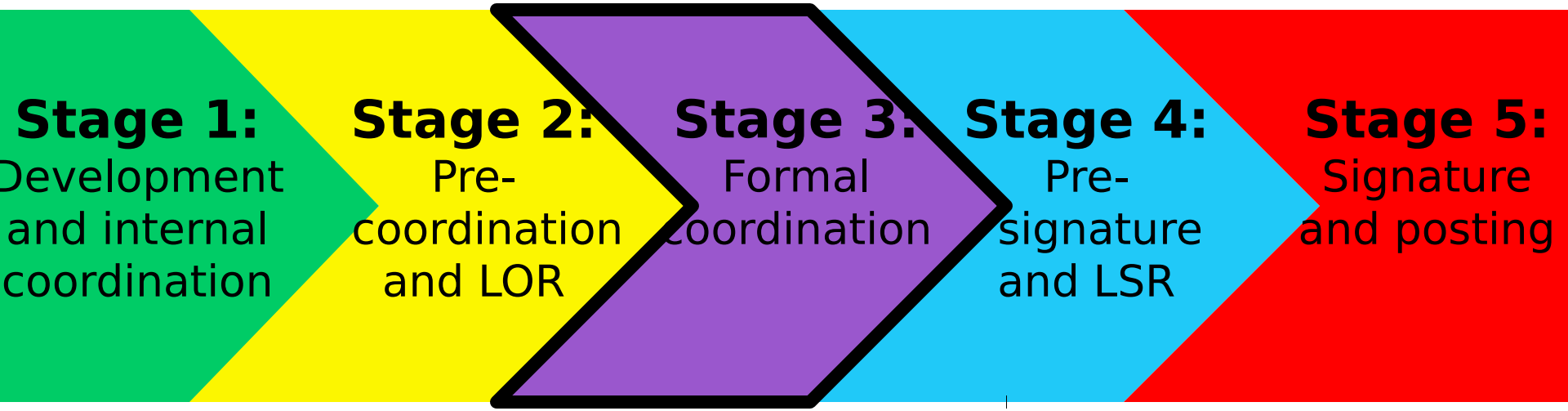
1. **Through your Focal Point, submit the issuance to the Portal. The DD will review the changes to confirm that all required precoord edits are incorporated, and may contact you. After this review, the DD will release your issuance to the Office of the General Council (OGC), DoD, for LOR.**

2. **Incorporate OGC comments (if any).**

3. **Follow your Component's procedures to obtain the signature of the appropriate official on the SD 106. Refer to the List of Signature Authorities at http://www.dtic.mil/whs/directives/corres/writing/Sig_Authorities.pdf for guidance on who can sign the SD Form 106.**

NOTE: At this stage, do not make any changes to the draft issuance other than those requested by OGC. Otherwise, a second LOR may be required.

You are here!



http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Stage 3: Formal Coordination

Prepare for Pre-Signature

Action Officer (Focal Point)

Adjudicate Comments

Office of General Counsel (OGC)

Legal Adjudication Review

Office of Security Review (OSR)

PORTAL!

Review GC Changes

Directives Division

Coordinating Officials

Review Issuance

Signature Authority

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Focus on Stage 3:
Formal Coordination & Legal Adjudication Review

1. **Initiate formal coordination (or "formal coord") through your Focal Point; provide a clean copy of the issuance and the signed SD 106. The DD will review the changes to confirm that any OGC edits from the LOR are incorporated – *or* – if OGC had no comments, that the issuance has not changed. After this "Portal review," the DD will release your issuance and a blank SD 818 to the Portal for formal coord.**

NOTE: It is YOUR responsibility to provide the SD 106, SD 818, and issuance to coordinators that do not have access to the Portal, including non-DoD federal agencies such as the Dept. of State.

2. **You will receive an e-mail from the Portal when a response is posted.**
   a. **Confirm that each coordination is signed at the appropriate level; refer to http://www.dtic.mil/whs/directives/corres/writing/Sig_Authorities.pdf.**

   b. **If coordinators have comments, they will submit them to you via a specific form, the SD 818. You must consolidate all comments into a single SD 818. A template is at http://www.dtic.mil/whs/directives/corres/writing/sd0818.doc.**

   c. **Revise the issuance as appropriate, and follow instructions on the SD 818 to document your adjudication of all comments. Be sure to include responses that were not received via the Portal. Other federal agencies, such as the Department of State, do not have access to the Portal.**

   d. **E-mail your assigned OGC representative (refer to your LOR), who will perform a Legal Adjudication Review (LAR). Provide the OGC representative with the updated issuance and consolidated SD 818. OGC will confirm via e-mail that the LAR is complete.**

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

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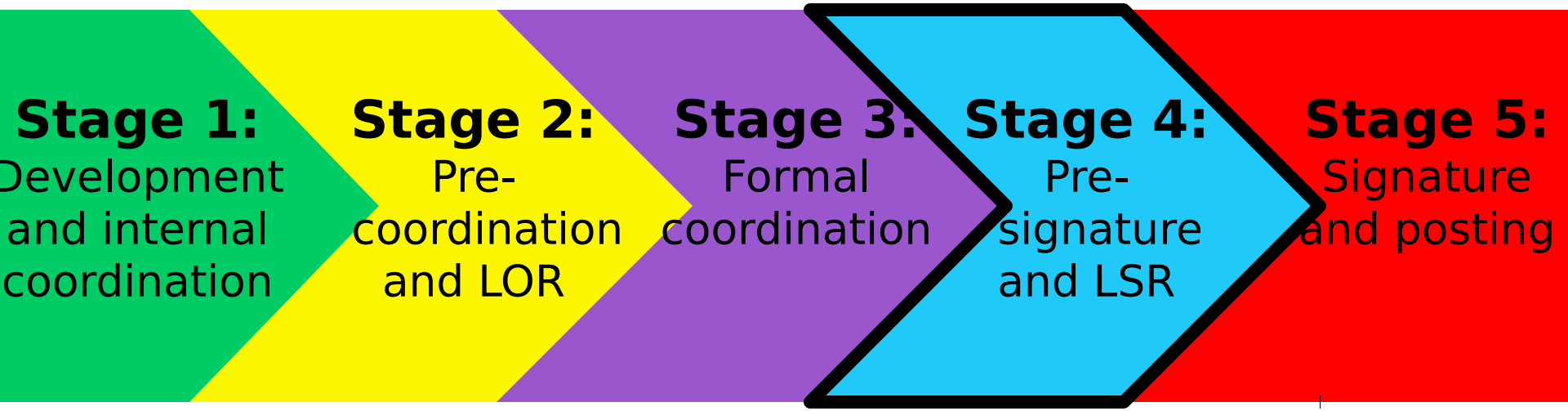

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Stage 4: Pre-Signature

Prepare Final Package

Review Materials

Presignature Materials:

- Issuance
- Consolidated SD Form 818
- Action Memo
- List of Coordinating Officials
- Legal adjudication review

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Approve for web release

whs/directives/corres/writing/DOD_process_home.html

Focus on Stage 4, part 1:
Pre-signature Review

1. **Prepare the materials for pre-signature review ("presig review").**
   - **Issuance (clean copy)***
   - **Consolidated SD 818***
   - **Action Memo***
   - **List of Coordinating Officials***
   - **LAR confirmation for OGC**
   - **Coordinations/comments received from outside the Portal (usually, coordination from non-DoD federal agencies)**

   Templates available at:
   http://www.dtic.mil/whs/directives/corres/writing/process_index.html

2. **Request a presig review by e-mailing the above materials to:**
   DoDDirectives@whs.mil ***(unclassified issuances)***
   DoDDirectives@whs.smil.mil ***(classified issuances)***

3. **After the DD performs its review, edit ALL documents as appropriate. If rejecting changes or comments, coordinate with your DD editor**

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Focus on Stage 4, part 2: Legal Sufficiency Review & Security Review

1. **Through your Focal Point, submit the issuance to the Portal. The DD will review the changes to confirm that all required presig edits are incorporated, and may contact you. The DD will then release your issuance to OGC for Legal Sufficiency Review (LSR).**
   a. **If "legally sufficient," you may send your issuance for signature.**

   b. **If "legally insufficient," you MUST work with OGC to bring the issuance within legal guidelines.**

NOTE: At this stage, do not make any changes to the draft issuance other than those requested by OGC. Doing so will invalidated the LSR.

2. **If your issuance is UNCLASSIFIED and will be posted on the NIPRNET, send a clean copy of the issuance, a completed DD Form 1910, and the List of Coordinating Officials to the Office of Security Review at secrev1@whs.mil.**

3. **Follow your component's procedures to submit the final package for action memo and issuance signature.**

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

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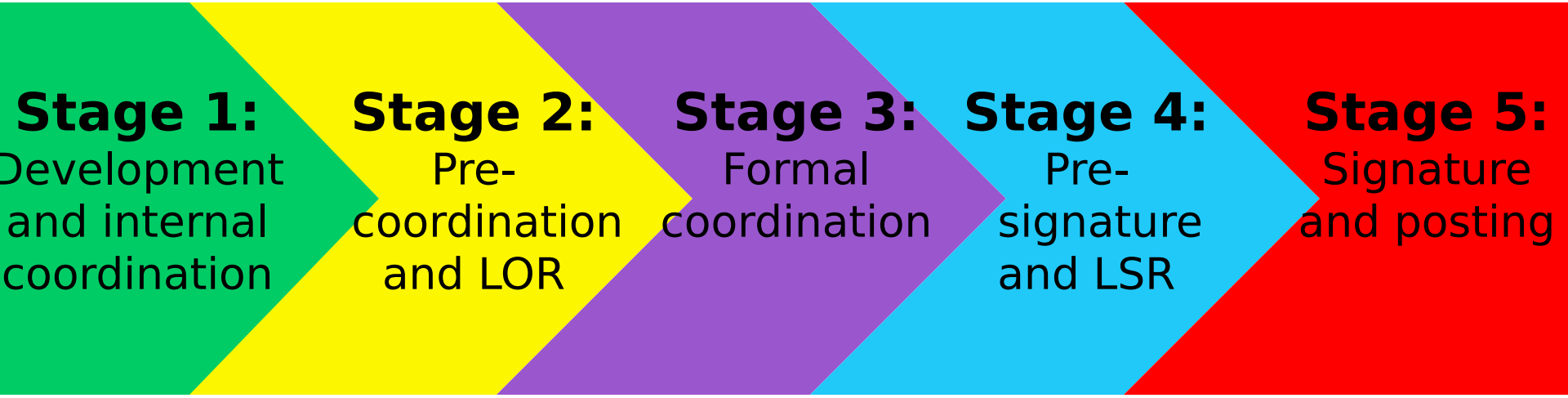

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- Signed Action Memo
- List of Coordinating Officials
- Legal Sufficiency Review
- OSP approval

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Sign Issuance or Action Memo

http://www.dtic.mil/whs/directives/corres/writing/D

Focus on Stage 5: Submission for Posting

1. **Submit the issuance for posting.**
   a. **E-mail a clean, MS Word copy of the signed issuance to:**
   DoDDirectives@whs.mil *(unclassified issuances)*
   DoDDirectives@whs.smil.mil *(classified issuances)*

   b. **Submit the original hard copy final package (signed issuance, signed action memo, SD 818, etc.) and the OSR approval to the DD via the OSD mailroom or courier.**

NOTE: DO NOT send via the U.S. Postal service.

   c. **The DD will review the package and resolve any critical issues with you.**

2. **Distribution:**
   a. **For issuances that are releasable, DD will post the issuance to the NIPRNET or SIPRNET official DoD Issuances Website and notify you and your Focal Point of the posting.**

   b. **For issuances that are not releasable via the official DoD Issuances Website, DD will return an electronic copy of the signed issuance to you for final distribution.**

http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

Common problems and solutions

Stag	Problem	What It	How to
2: Precoordination	Directive needs to be converted to	Issuance doesn't meet the standards of a Directive (e.g. there are procedures)	Reformat and reword using DD's standards to convert it to an Instruction
2: Precoordination	Legally objectionable	Something in your issuance is against the law or will get DoD involved in a lawsuit	Work with OGC to correct the issuance and re-submit to Portal for second LOR
3: Formal Coordination	Comments aren't coordinated at the proper level	The coordinator doesn't have the authority to speak on behalf of the Component	If a collateral coordinator, remove comments. If a primary coordinator, work with your focal point to get a corrected coordination

More tips at:
http://www.dtic.mil/whs/directives/tips.html

Common problems and solutions, cont.

Stage	Problem	What It	How to
3: Formal Coord	A Component nonconcurs	They want something changed in your issuance before it is published.	Work with the Component to edit the issuance so that both agree.
4: Presignature	Coordinator comments have expired	Coordinators' comments expire 6 months after the formal coordination suspense	Explain in the action memo why the comments are still valid OR perform second formal coordination
5: Signature and Posting	You made changes after LSR	By adding or deleting things, you invalidated your LSR	Work with your focal point to send the issuance to OGC so they can see it again. If the issuance was signed, it must be resigned

More tips at:
http://www.dtic.mil/whs/directives/tips.html

Changes to DoD Issuances

A change amends no more than 25% of an existing DoD issuance and has the full authority of the issuance. A changed issuance retains its original date (initial publication or last coordinated revision) and original signature.

The three types of changes to DoD issuances are:

- **Administrative.** Alters only nonsubstantive portions of an issuance such as titles and dates of references and organizational names and symbols.
- **Conforming.** Complies with recent (within 90 days) and specific Executive, Legislative, or Secretary or Deputy Secretary of Defense direction.
- **Substantive.** Amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability.

See "**SPECIAL PROCEDURES FOR CHANGES**" at:
http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.

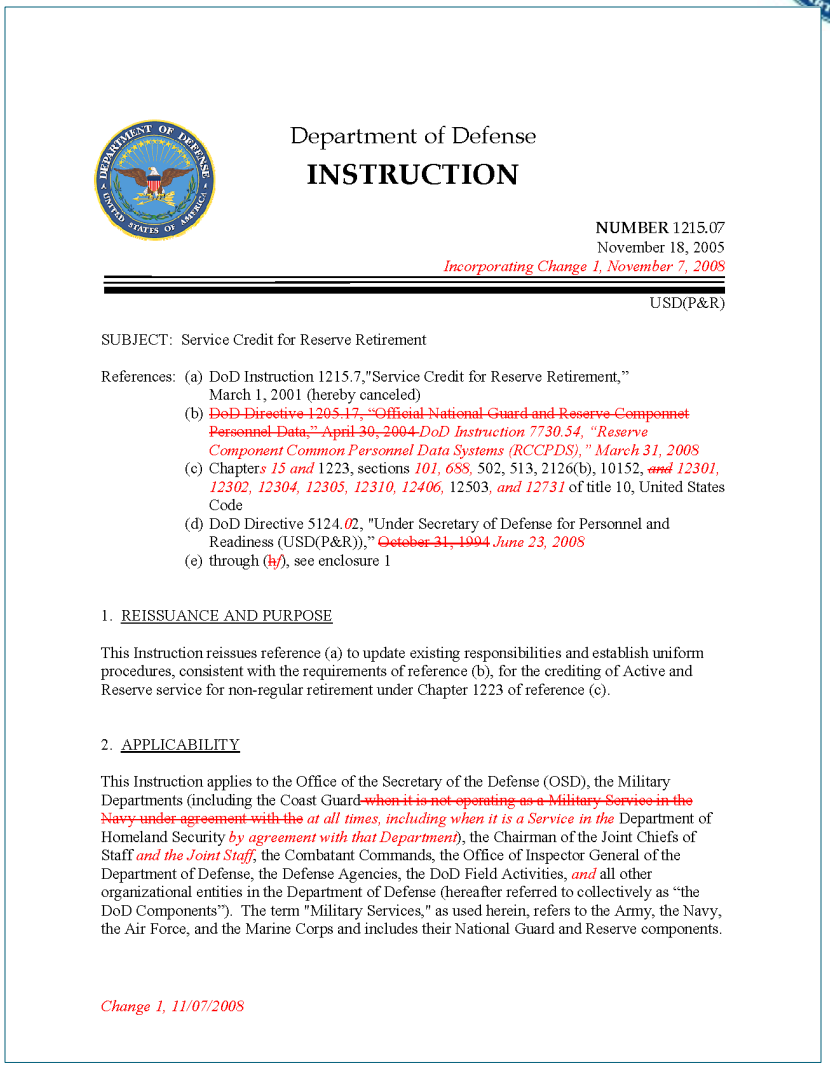
Changes: Three Types

Comparison of Process and Coordination Requirements for Changes						
Type	**Precoord**	**LOR**	**Formal**	**Presig**	**LSR**	**OSR**
Admin	Yes	No	No	No	Yes, if signed by DSD	No
Conforming	Yes	Yes	Mandatories only	Yes	Yes	Yes
Substantive	Yes	Yes	All original coordinators	Yes	Yes	Yes

See "**SPECIAL PROCEDURES FOR CHANGES**" at:
http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.

Changing an Issuance: Formatting

- Use font features, not “track changes”
- Red ~~strike through~~ for deleted text, red *italics* for new text.
- Deleted text appears before added text.
- Change date appears on the footer of the second and subsequent pages (on pg 1 of this sample for formatting info only).
- DD inserts change date upon final approval.



Department of Defense

INSTRUCTION

NUMBER 1215.07
November 18, 2005
Incorporating Change 1, November 7, 2008

USD(P&R)

SUBJECT: Service Credit for Reserve Retirement

References: (a) DoD Instruction 1215.7,"Service Credit for Reserve Retirement," March 1, 2001 (hereby canceled)
(b) ~~DoD Directive 1205.17, "Official National Guard and Reserve Componnet Personnel Data," April 30, 2004~~ *DoD Instruction 7730.54, "Reserve Component Common Personnel Data Systems (RCCPDS)," March 31, 2008*
(c) Chapter*s 15 and* 1223, sections *101, 688,* 502, 513, 2126(b), 10152, ~~*and*~~ *12301, 12302, 12304, 12305, 12310, 12406,* 12503*, and 12731* of title 10, United States Code
(d) DoD Directive 5124.*0*2, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," ~~October 31, 1994~~ *June 23, 2008*
(e) through (~~h~~*i*), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update existing responsibilities and establish uniform procedures, consistent with the requirements of reference (b), for the crediting of Active and Reserve service for non-regular retirement under Chapter 1223 of reference (c).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of the Defense (OSD), the Military Departments (including the Coast Guard ~~when it is not operating as a Military Service in the Navy under agreement with the~~ *at all times, including when it is a Service in the* Department of Homeland Security *by agreement with that Department*), the Chairman of the Joint Chiefs of Staff *and the Joint Staff*, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, *and* all other organizational entities in the Department of Defense (hereafter referred to collectively as “the DoD Components”). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps and includes their National Guard and Reserve components.

Change 1, 11/07/2008

See “**SPECIAL PROCEDURES FOR CHANGES**” at:
http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.

Cancelling an Issuance: Process and Coordination

If your Component determines an issuance for which it has responsibility has served its purpose and is not appropriate for incorporation into a new or existing issuance, the Component initiates its cancellation.

There are **two** ways to cancel an existing issuance:

1. In a DoD issuance, published in accordance with the standard issuance process, declare in the Purpose that your out-of-date issuance is cancelled.
2. Through a separate coordination process, focused on cancelling the issuance.

Stand-alone cancellations

- An issuance is cancelled by the original signing authority. All cancellations must be coordinated with DoD Components that originally coordinated on the issuance
- No legal objection review is required. Office of General Counsel, DoD, shall perform a legal sufficiency review.

See "**SPECIAL PROCEDURES FOR CANCELLATIONS**" at: http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.

Types of Information Collections

	Congressional Information Collections	DoD-Public Information Collections	Component-Internal Information Collections	DoD-Internal Information Collections
Type of Collection	Information collection is sent to ***Congress***	DoD collects information from the ***public***	Information is collected from ***only one DoD Component***	Information is collected from ***more than one DoD Component***
Approval Authority	Office of the Assistant Secretary of Defense for Legislative Affairs	Office of Management and Budget through DoD/WHS/ESD/IMD	That DoD Component's Information Collections Management Program	DoD/WHS/ESD/Directives Division
REFERENCES	DoD Instruction 5545.02	DoD Instruction 8910.01 and DoD 8910.1-M	Respective Component's Guidance Document	Directive-Type Memorandum 12-004, DoD Instruction 8910.01 and DoD 8910.1-M
Forms Used for Approval	N/A	OMB Form 83-I	Varies by Component	DD Form 2936 (previously the SD Form 455)

Information Collections Review and the Issuance Process

DoD Internal Information Collection Approval Process

STEP 1: Contact the DoD IICO to determine if your information requires licensing with an RCS

STEP 2: Draft the DD Form 2936 and complete a CAPE cost summary

STEP 3: Obtain mandatory coordination as applicable (e.g., the Component privacy official, DMDC, etc.)

STEP 4: Route the DD Form 2936 to respondents for coordination and approval

STEP 5: Submit the DD Form 2936 approval package to the Component IMCO for routing to the DoD IICO

STAGE 1: Development

STAGE 2: Pre-coordination, legally objectionable review, and prepare for formal coordination

STAGE 3: Formal coordination and consolidate coordination

STAGE 4: Pre-signature and legal sufficiency review

STAGE 5: Signature and posting

DoD Issuance Publication Process

★ Indicates when the IC team reviews the issuance for information collections

▯ Indicates when DoD internal information collections are coordinated with respondents to the information collection

Visit the IIC website:
http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html

What Information Collections Reviews

During pre-coordination (stage 2):

- The issuance – for mention of any type of information collection
- The SD Form 106 – proper use of Section 10
  - "RCS" for internal collections, and "OMB" for public collections
  - For Congressional collections, ASD(LA) must be selected as a primary coordinator

During pre-signature (stage 4):

- The issuance – for changes to the content concerning previously identified information collections (or to see if information collections have been added or removed)
- The action memorandum – to ensure the information collection is properly described and that the cost of the information collection has been captured
- The SD Form 818 – to see if there are comments concerning the information collection

IIC offers a trainihg class for information collections;
e-mail dod.internal.collect@whs.mil for more information.

Visit the IIC website:
http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html

Information Management Division

Federal Register

- If your issuance affects the public, it must be published in the Federal Register and codified in the Code of Federal Regulations. IMD will work with you on this process.
- IMD coordinates during Stage 1: Pre-coordination. You will receive any comments when your DD editor returns the pre-coordination review.

Forms

- If your issuance cites a form that doesn't exist yet, IMD will work with you to create that form.

For more information, visit the official website at:
http://www.dtic.mil/whs/directives/infomgt/regulatory/index.htm

Useful DoD Issuances Website Links

Home:
http://www.dtic.mil/whs/directives/

Issuance Process, step-by-step:
http://www.dtic.mil/whs/directives/corres/writing/DOD_process_home.html

All forms and templates available at:
http://www.dtic.mil/whs/directives/corres/writing/process_index.html

Training Class:
http://www.dtic.mil/whs/directives/trainingclass.html